
**COUNTY OF SAN DIEGO, HEALTH AND HUMAN SERVICES AGENCY
COLLABORATIVE ADULT AND RE-ENTRY DRUG COURT PROGRAM
DEFINITIONS**

Active Caseload – A count of all clients active in Adult/Re-Entry Court treatment, not including those who have been out of contact for forty-five (45) days or longer.

Activities of Daily Living - The basic tasks of everyday life, such as eating, bathing, dressing, toileting, and transferring.

Admission - When the program determines that an individual is appropriate for the program and completes and signs all required intake paperwork including consent to recovery/treatment/case management form and confidentiality release.

Adaptive Programming Principles – Adaptive programming adjust the dose or type of services that are administered in response to participants’ clinical presentation or performance in treatment ([McKay, 2009](#)).

Alcohol and Drug-free - Free of the use of alcohol and/or the illicit use of drugs.

Alcohol and Drug-free Environment - An environment that is free of the use of alcohol and/or the illicit use of drugs and promotes alcohol and other drug-free activities.

Alcohol and Other Drug (AOD) Problems - The problems of individuals, families and the community, which are related to inappropriate alcohol and/or other drug use and include conditions usually associated with the terms “alcoholism, addiction, alcohol abuse and illicit use of drugs.”

Alcohol and/or Other Drug Program Certification Standards - The most current State of California Department of Alcohol and/or other Drug Program Certification Standards, established to ensure an acceptable level of service is provided to program participants.

Alcohol and Other Drug (AOD) Treatment Services – Services provided by qualified providers with expertise in issues related to alcohol and other drug problems, and the capability to help clients attain and maintain sobriety, based on an educational and counseling model.

Ancillary Services - Additional outside services which provide resources that meet the educational, vocational, family counseling, health and other needs required to support the participant’s recovery.

Appeal Process - A written procedure by which participants may appeal discharge.

Appropriate Treatment and Recovery Services – Treatment and recovery services which are recommended for an individual client based upon consideration of their unique needs and life situation.

ASAM – American Society of Addiction Medicine.

ASAM Criteria - A comprehensive set of guidelines for placement, continued stay and transfer/discharge of patients with addiction and co-occurring conditions

Assessment - An in-depth review including level of care assessment and participant strengths and needs to provide baseline information regarding life domains, i.e., alcohol and/or other drug use, medical, employment, legal, social, psychological, family, environment and special needs.

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Board of Directors - The governing body that has full legal authority for governing the operations of an alcohol and/or other drug program.

Case Management Client Assessment – The process of reviewing and providing a baseline assessment identifying a client’s referral needs for services outside the scope of comprehensive substance abuse services in order to attain treatment goals.

Case Management Services - The activities of program staff in contacting outside agencies and making formal referrals for services outside the scope of comprehensive substance abuse services but identified in the client’s treatment plan as necessary to the attainment of treatment goals.

Childcare – The service provided for clients’ dependent minor children, from birth to seventeen (17), while the client is participating in the program or ancillary services; childcare may be state-licensed or parent-cooperative, but must be supervised by someone with at least one (1) year of experience in a state-licensed childcare facility.

Client - An individual who has an alcohol and/or other drug problem, for whom intake and admission procedures have been completed.

Client Advocacy - Ensuring that clients are referred to appropriate services to meet their individual and family needs and acting assertively on their behalf.

Client File - The file that contains the information required by these standards that is established for each client who is admitted to a program.

Client Visit – The act of engaging in face-to-face contact with a client as a provision of case management services. A case management client visit is defined as lasting a minimum of twenty (20) minutes.

Continuing Care/After Care - Services available to individuals who have completed a treatment program and need support for continued recovery, and may include referrals for other services, recovery planning, relapse prevention, and discharge planning activities.

Co-Occurring Disorders - The simultaneous occurrence of a substance abuse and a mental health problem within the same individual.

Counselor/Program Specialist - An individual who, by virtue of education, training and/or experience, provides services that may include counseling, advice, opinion, and/or instruction to an individual or group to allow participants an opportunity to explore problems related directly or indirectly to alcohol and/or other drugs.

Cultural Competency - Functioning effectively to integrated patterns of human behavior that include the language, thoughts, communications, actions, customs, beliefs, values, and institutions of racial, ethnic, religious, or social groups.

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Culturally- and Linguistically-Appropriate Services (CLAS) - Established by the federal Office of Minority Health (OMH) the Culturally- and Linguistically-Appropriate Services (CLAS) standards ensure equal access to quality care by diverse populations.

Days - “Days” means calendar days, unless otherwise specified.

Day Treatment - A non-residential alcohol and/or other drug service that is provided to participants at least three (3) hours per day and at least three (3) days per week. Day treatment is designed to provide an alcohol and drug-free environment with structure and supervision to further a participant’s ability to improve his/her level of functioning.

Discharge – The actual date that a client leaves the program, either having satisfactorily completed the program, having been dropped from the program for non-compliance, or having left against the advice of the program.

Discharge Plan - An individual plan of action to support recovery after an individual has been discharged from a treatment program.

DMC-ODS - Drug Medi-Cal Organized Delivery System.

DMC Beneficiaries - Adolescents 12-17 and adults ages 18-64; self-referred or receive referral by another person or organization, including but not limited to, physical health providers, law enforcement, family members, mental health care providers, schools, and county departments; derive their Medicaid eligibility from the State Plan and meet the Diagnostic and Statistical Manual of Mental Disorders (DSM) for Substance-Related and Addictive Disorders with the exception of Tobacco-Related Disorders and Non-Substance-Related Disorders, and meet medical necessity criteria for services received as determined by American Society of Addiction Medicine (ASAM) Criteria; fit into the DMC continuum of care of services based on the American Society of Addiction Medicine Criteria; and, qualifying criminal justice system under Parole or Probation supervision.

Drug-free Birth - A birth that occurs while a woman is in treatment, where the baby is free of all drugs.

Drug Testing - A process to collect blood, urine or saliva to determine the presence of alcohol or illicit drugs in an individuals’ system verified by a certified laboratory. Drug testing shall be conducted in conjunction with treatment and shall not be given any greater weight than any other aspect of the program.

Dual Recovery Track - Services specifically tailored for participants with co-occurring disorders.

Early Intervention – Pre-treatment service delivery in response to an acute need of a client.

Educational Session - A planned session in which didactic information related to the disease of addiction and its impact on the personal, professional, and spiritual health and well-being of the client/participant is presented and discussed. Education sessions are limited to thirty (30) attendees.

Enrolled - The status of a client who is active in a program after admission and prior to discharge.

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Four Quadrant Model - Assessment tool rating clients by severity of mental illness and substance abuse issues whereby client will fall into one of four categories: Psych=Low and Substance=Low (Quadrant I); Psych=High and Substance =Low (Quadrant II); Psych=Low and Substance=High (Quadrant III) and Psych=High and Substance=High (Quadrant IV).

Group Session - A face-to-face interaction, in a group setting, on an as-needed or scheduled basis, between the participant and program staff designed to support and encourage positive changes within the participant's life and reduce or ameliorate the problems associated with alcohol and/or other drug use and to promote recovery.

Illicit Use of Drugs - The use of any substance defined as a drug in Section 11014, Chapter 1, Division 10 of the Health and Safety Code, except:

Drugs or medications prescribed by a physician or other person authorized to prescribe drugs, pursuant to Section 4036, Chapter 9, Division 2 of the Business and Professions Code and used in the dosage and frequency prescribed; or

Over-the-counter drugs or medications used in the dosage and frequency described on the box, bottle, or package insert.

Individual Counseling Session - A face-to-face private interview with staff to provide assessment, treatment and discharge planning, monitor the participant's progress in the program, manage crisis situations and provide referrals to ancillary services when necessary.

Individual/Family Service Plan (I/FSP) – A written document that lists criteria/activities/program requirements and associated timelines for an individual or family to address all of their assessed needs.

Intake - The process by which the program obtains information about an individual seeking admission for alcohol and/or other drug services.

Intake Screening – Administering a short series of brief questions, which will determine whether an individual requesting services is appropriate for the services of the program. If screening indicates an appropriate fit, the provider will follow up with a lengthier, more in-depth assessment.

May - Used to express possibility, opportunity, or permission.

Memorandum of Understanding (MOU) - A written agreement between entities, individuals, programs, and/or others that specifies mutual understanding of responsibility.

Mobile Services - The provision of services that are capable of visiting clients in various settings.

Outpatient Drug Free (ODF) Service - A non-residential alcohol and/or other drug service in which a participant is provided a minimum of one (1) ninety (90)-minute counseling or educational session per week. Outpatient services are designed to provide an alcohol- and drug-free environment with structure and supervision to further a participant's ability to improve his/her level of functioning.

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Process Group - A facilitated group meeting in which clients meet to discuss their own behavior and attitudes, and to support and encourage positive changes in each other's lifestyles that reduce and resolve alcohol and other drug problems.

Program - An alcohol and/or other drug program that is certified and/or licensed.

Qualified Medical Consultant - A licensed physician or nurse practitioner or a physician assistant operating under the supervision of a licensed physician.

Recovery Group – Group activity designed to discuss and support individual recovery efforts.

Recovery Services – Services and activities that support and promote a drug and alcohol-free lifestyle, develop life skills, and engage participants in recovery.

Recovery Visits - One (1) visit is equivalent to one (1) individual participating in a recovery-oriented activity on one (1) day.

Self-sufficiency Activities – Educational and employment activities that a client engages in to promote housing, transportation, childcare, and financial stability.

Staff Hours – The number of hours a staff person spends engaged in a particular activity.

Structured Recovery Services - A process group that provides a self-help meeting experience and an opportunity to process questions, reactions and general feelings about the self-help process within a structured group environment.

Structured Therapeutic Activities - Structured activities that are designed to meet treatment goals and objectives for increased social responsibility, self-motivation and integration into the larger community. Such activities would include participation in the hierarchical social structure of the residential or day treatment program and the participant's progression, through job and other assignments, with increasing levels of responsibility and independence, culminating in employment seeking and employment-initiation activities in the community.

Transition Services - The process of moving from active participation in higher level alcohol and drug program services to a lower, less intensive level of services.

Trauma-Informed Services - All components of a given service system that have been reconsidered and evaluated in light of a basic understanding of the role that trauma plays in the lives of people seeking mental health and addictions services.

Treatment Plan - A written document detailing client's individual treatment goals with specific services and activities outlined, including beginning and end dates and frequency of service. Treatment plans shall be completed within thirty (30) days of intake and updated every ninety (90) days.

Tuberculosis (TB) Disease [active] - Persons who have active TB usually have symptoms. TB is a disease of the lungs or larynx that can be transmitted when a person with the disease coughs, sings, laughs, speaks, or breathes.

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Tuberculosis (TB) Infection - Individual may not have symptoms of the disease; the infected person generally has a positive TB skin test (TST) and a normal chest x-ray. Infection may be recent or present for a long period of time.